

AGENDA

Erie County Council

www.eriecountygov.org



Dr. Kyle Foust, Chairman
Fiore Leone, Vice Chairman
Jay Breneman
Edward T. DiMattio, Jr.
Phil Fatica
André R. Horton
Carol Loll

August 26, 2014

6:30 P.M. - Council Caucus
7:00 P.M. - Council Meeting

**Northwestern High School
200 Harthan Way
Albion, PA 16401**

1. PLEDGE OF ALLEGIANCE
2. OPTIONAL PRAYER OR INVOCATION
3. ROLL CALL
4. HEARING OF THE PUBLIC
 - A. Randy Barnes – Economic Development Accountability
5. MINUTES OF PREVIOUS MEETING
 - A. July 15, 2014 – Regular Meeting
6. REPORTS OF COUNTY OFFICIALS
 - A. County Executive and/or her Designee
 - B. Finance Committee – Mr. Fatica
 - C. Personnel Committee – Mr. DiMattio
 - D. Other
7. OLD BUSINESS
 - A. Second reading of Ordinance Number 83, 2014, “2014 Revised Fee Schedule in the Department of Corrections”. (FR 7-15-14)
 - B. Second Reading of Ordinance Number 92, 2014, “Twenty-Second 2014 General Fund Budget Supplemental Appropriation of \$10,756 for Re-Organization of Procurement, Facilities, and Operations Departments”. (FR 7-15-14)

8. NEW BUSINESS

- A. First Reading of Ordinance Number 94, 2014, “Third 2014 Library Fund Budget Supplemental Appropriation of \$30,000 And Waiver of Purchasing Code for Bookmobile Repairs” (Finance Committee)
- B. First Reading of Ordinance Number 95, 2014, “Twenty-Third 2014 General Fund Budget Supplemental Appropriation of \$30,000 to Library for Repairs to the Bookmobile” (Finance Committee)
- C. First Reading of Ordinance Number 96, 2014, “Twenty-Fourth 2014 General Fund Budget Supplemental Appropriation of \$25,000 for the County Coroner Additional Fees and Services Expenditures” (Finance Committee)
- D. First Reading of Ordinance Number 97, 2014, “Twenty-Fifth 2014 General Fund Budget Supplemental Appropriation of \$8,000 for County Solicitor for Additional Professional Fees” (Finance Committee)
- E. First Reading of Ordinance Number 98, 2014, “Ninth 2014 Public Safety Fund Budget Supplemental Appropriation of Donated \$4,937 Datacard ID Printer, Camera, & Supplies from NWPA Emergency Response Group” (Finance Committee)
- F. First Reading of Ordinance Number 99, 2014, “Twenty-Sixth 2014 General Fund Budget Supplemental Appropriation for Donation of \$4,990 Ballistic Barriers to the Sheriff Department from NWPA Emergency Response Group” (Finance Committee)
- G. First Reading of Ordinance Number 100, 2014, “Twenty-Seventh 2014 General Fund Budget Supplemental Appropriation for Donation of \$3,500 Utility Trailer to the Sheriff Department from Great Lakes Auto Sales and the Lake Erie Chapter of International Blue Knights” (Finance Department)
- H. First Reading of Ordinance Number 101, 2014, “Eighth 2014 Public Health Fund Budget Supplemental Appropriation of \$11,004 for Safe and Healthy Communities Bureau and Reallocation for New Position in Tobacco Grant Bureau” (Personnel Committee)
- I. First Reading of Ordinance Number 102, 2014, “Twenty-Eighth 2014 General Fund Budget Supplemental Appropriation of \$20,769 for Court Administration, the Elimination of a Part Time Court Reporter Position, and the Change of Another to Full Time” (Personnel Committee)
- J. Resolution Number 47, 2014, “Erie County General Authority Not to Exceed \$2,300,000 Tax-Exempt Note (Erie Art Museum Project)” (Finance Committee)

- K. Resolution Number 48, 2014, "Erie County Community Services Financing Authority Not to Exceed \$8,500,000 Tax-Exempt Note (Presbyterian Homes in the Presbytery of Lake Erie Project) (Finance Committee) (**SEE ATTACHED**)
- L. Resolution Number 49, 2014, "Combining the Corry Housing Authority and the Erie County Housing Authority" (Finance Committee)
- M. Resolution Number 50, 2014, "Approving Tax Exoneration of 2013 Real Estate Taxes on Multicultural Community Resource Center Parcels #15-20-26-127, 15-20-26-125, and 15-20-26-125.99" (Finance Committee)
- N. Resolution Number 51, 2014, "Exonerating Taxes on One Abandoned Trailer/Property #04-018-049.0-017.50 in Conneaut Township and the Northwestern School District" (Finance Committee)
- O. Resolution Number 52, 2014, "Exonerating Taxes on One Abandoned Trailer/Property #13-003-007.0-003.50 in the Northwestern School District and Elk Creek Township" (Finance Committee)
- P. Resolution Number 53, 2014, "Exonerating Taxes on One Abandoned Trailer/Property #33-034-172.0-023.25 in Millcreek Township and the Millcreek Township School District" (Finance Committee)
- Q. Resolution Number 54, 2014, "Approving the County Council Response to the 2015-2017 Erie County Operational & Capital Plan" (Finance Committee) (**SEE ATTACHED**)
- R. Possible reappointment of Amy Danzer to a four-year term on the Human Relations Commission to represent Dr. Foust's District. (Finance Committee)
- S. Possible appointment of Christine Matheis to the Erie County Library Board to represent Dr. Foust's District. (Finance Committee) (**SEE ATTACHED**)
- T. Sale of Parcel from Repository for Unsold Property at Index Number:
 - 15-020-015.0-104.00
 - 15-020-020.0-218.00
 - 15-020-020.0-221.00
 - 24-012-036.1-074.32
 - 28-002-002.3-005.39

9. ADJOURNMENT

ERIE COUNTY COUNCIL
RESOLUTION NO. 48, 2014

ERIE COUNTY COMMUNITY SERVICES FINANCING AUTHORITY
NOT TO EXCEED \$8,500,000 TAX-EXEMPT NOTE
(PRESBYTERIAN HOMES IN THE PRESBYTERY OF LAKE ERIE PROJECT)

WHEREAS, the Erie County Community Services Financing Authority (the "Authority") is a body corporate and politic existing under the laws of the Commonwealth of Pennsylvania pursuant to the Municipality Authorities Act, 53 Pa.C.S. Ch. 56, as amended (the "Act");

WHEREAS, the Act, among other things, empowers authorities created thereunder to borrow money and to make and issue bonds and other evidences of indebtedness for the various purposes set forth in the Act and to secure payment of such bonds and other evidences of indebtedness or any part thereof by pledge or deed of trust of all or any of its revenues and receipts;

WHEREAS, Presbyterian Homes in the Presbytery of Lake Erie (the "Institution"), a Pennsylvania nonprofit corporation, has requested the Authority to undertake a project (the "Project") consisting of (i) the expansion, and renovation of the Institution's Manchester Commons facilities located at 6351 West Lake Road, Fairview Township, Erie County, Pennsylvania; and (ii) the payment of a portion of the costs of issuance of Note;

WHEREAS, in order to provide funds for the Project, the Institution has requested the Authority to issue its tax-exempt bond or note in an amount not to exceed \$8,500,000 (the "Note");

WHEREAS, the Articles of Incorporation of the Authority state that each project of the Authority shall be conditioned upon approval by the County Council of Erie County, Pennsylvania.

NOW, THEREFORE, be it resolved:

1. The Project, the issuance of the Note, and the undertaking and completion by the Authority of all other matters necessary or convenient for the conclusion of the Project and the financing described hereinabove are hereby approved, and it is hereby declared that it is desirable for the health, safety and welfare of the people in the area served by the Institution that the Project be financed by the Authority.

2. Nothing in this Resolution shall be construed to pledge the credit or taxing power of the County of Erie, Pennsylvania nor shall such County be in any manner liable for any indebtedness arising out of this transaction.

On the motion of _____, seconded by _____, the Resolution was passed this _____ day of August, 2014, by a vote of ____ - ____.

ATTEST:

County Clerk

Chair of County Council

APPROVED BY:

Kathy Dahlkemper, County Executive

Date: _____, 2014

RESOLUTION NUMBER 54, 2014

**Approving the County Council Response to the 2015-2017 Erie County
Operational & Capital Plan**

WHEREAS, Erie County Council is required to formally respond to the County Executive's Three Year Operational and Capital Plan by September 1st of each year; and

WHEREAS, County Executive Dahlkemper has submitted a 2015-2017 Operational & Capital Plan for Council's review by the required deadline of July 1st.

NOW, THEREFORE, BE IT RESOLVED by the County Council of the County of Erie that the response to the County Executive's 2015-2017 Operational & Capital Plan, attached hereto as Exhibit A, is hereby approved.

On the motion of _____, seconded by _____, this resolution was passed
on this _____ day of _____, 2014 by a vote of ____ - ____.

APPROVED BY:

Dr. Kyle Foust, Chairman
Erie County Council

Kathy Dahlkemper,
County Executive

Date:_____

ATTEST:

Douglas R. Smith
County Clerk

Date:_____



Dr. Kyle Foust, Chairman
Phil Fatica, Vice Chairman

COUNTY OF ERIE
Office of County Council
Erie County Courthouse
140 West Sixth Street, Room 114
Erie, Pennsylvania 16501-1081
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Douglas R. Smith, County Clerk

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Erie County Council Response to 2015-2017 Operational and Capital Plan

The Erie County Home Rule Charter calls for the annual creation of a Three-Year Plan and a response by Erie County Council to that document. We have reviewed the Plan and the goals therein, and pledge our vigorous efforts to aid in the completion of the public's business with integrity and professionalism.

Mission:

To carry out the legislative responsibilities of County government as to be a positive force in the community wide effort to make Erie County a preferred place to live, work, and raise a family; further, to assure that all county services are provided in an equitable and cost effective manner.

Recommendations:

After a careful review of the 2015-2017 Three Year Plan, Erie County Council, as the legislative body for the County and in the best interest of taxpayers, recommends the following:

1. Continued efforts by IT Director Friedman to save money, create efficiencies and increased coordination, on a countywide basis, within this new County department.
2. Ongoing discussion with state legislators and the Governor's Office regarding real long-term funding solutions for E911. While the Commonwealth has extended the current funding formula for E 911 through June of next year, County expenses continue to grow in this area. In light of a proposed county-wide radio system, new resources will be needed.
3. All Elected Officials and Department Heads examine Erie County's delivery of mandated and non-mandated services to achieve efficiencies and savings through new technology or new methodology.
4. Assisting boroughs, townships, and cities, whenever feasible in planning, economic development, and the sharing of municipal services as a means of cutting costs.
5. Complete the consolidation of Pleasant Ridge Manor West and East into a single facility by the summer of 2015 in order to reduce expenses while retaining the quality of service to our County's most vulnerable citizens.

Conclusion:

Erie County Council hereby accepts County Executive Kathy Dahlkemper's Three Year Plan. It is the platform from which Council will vigorously and diligently fund mandated and non-mandated services at the most reasonable cost possible. Budgetary challenges at the state level remain which automatically impact county budgets and delivery of services. County government must be ready to act should state funds be curtailed. The County simply cannot afford to replace state funds with local funds. Erie County should not be expected to increase its taxes while state budgets remain flat.

While this response includes input from all current members of Erie County Council, it does not reflect the totality of their views; nor does this response affirm a commitment to any particular set of policies by all members. It is based solely on current information and recommendations by the Administration, and is therefore subject to change as warranted.

Erie County Council hereby adopts the 2015-2017 Three Year Plan subject to the statements contained herein. Erie County Council will continue to keep the interests of the taxpayers first and foremost in mind as it conducts the business of government. We ask all employees and elected officials in all branches of County government to join us in this endeavor.

MEMORANDUM

TO: Members of County Council

FROM: Kathy Dahlkemper, 
County Executive

DATE: August 21, 2014

RE: Appointment to Erie County Library Board

I hereby convey notice of my appointment of Christine A. Matheis to the Erie County Library Board, upon the recommendation of Kyle Foust, Council representative of District 5. Ms. Matheis will be replacing Dennise Beaumont to finish out her term which expires August 31, 2016.

Thank you.

grb
cc: Douglas Smith, Clerk
File



COUNTY OF ERIE

Office of County Council
Erie County Courthouse

Dr. Kyle Foust, Chairman • Fiore Leone, Vice-Chairman • Jay Breneman • Edward T. DiMattio Jr. • Phil Fatica • André R. Horton • Carol J. Loll

MEMORANDUM

TO: Kathy Dahlkemper, County Executive
FROM: Kyle Foust *KF*
DATE: August 20, 2014
RE: Appointment to Erie County Library Board

I am requesting the appointment of Christine A. Matheis to the Erie County Library Board. She will be replacing Dennise Beaumont to finish out her term which expires August 31, 2016. Ms. Beaumont resigned earlier this year.

Attached is a biography from Christine for your review and consideration.

Thank you for your attention to this matter.

CHRISTINE A. MATHEIS

Career Summary

Skilled in departmental organization and management, as well as in event planning and organization. Excellent communicator. Works well in confidential and unsupervised situations. Experience in Accounts Payable/Receivable, Office Management, Administrative Assistant and Director of a full service In-Plant Print Shop. Expert at form design and layout. Capable of troubleshooting and training others in the use of PC's and software. Extremely quick learner who enjoys the challenge of mastering new skills.

12/2012 to Present

Arthur F. Schultz

Erie, PA

ACCOUNTS PAYABLE/RECEIVABLE

- Reconcile and balance store on a daily basis. Prepare all documents for deposit and custodian of petty cash fund.
- Input of all accounts payable and generate checks to pay all invoices. Filing and matching invoices.
- Extensive customer service on a daily basis.
- Receiving all incoming shipments and setting up deliveries to the company's customers.
- Minor design work for in house publications and price tags for display furniture.
- Various other duties as assigned by owners.

1/2012 to 12/2012

Advanced Placement Services

Erie, PA

TEMPORARY EMPLOYEE

- Clerical assignments at various area businesses as needed including in Advanced Placement's office.

Employment History

12/2004 to 5/2011

Gannon University

Erie, PA

DIRECTOR, GANNON UNIVERSITY PRESS

- Oversee full service in-plant print shop. Manage a \$500k+ yearly budget.
- Supervise eight full time employees and two part time student workers. Included all disciplinary actions and performance reviews. Instruct employees on customer service procedures.
- Cultivate good working relationships with vendors as well as internal and external customers.
- Formulated job scheduling procedures to ensure jobs were completed by or before deadlines.
- Monitor maintenance on all equipment to ensure all equipment was in working order.
- Order all materials and supplies for the completion of jobs. Negotiation of pricing from vendors.
- Recommend equipment and material purchases. Keep price lists up to date. Estimate job costs.
- Oversight of Graphic design process including typesetting, proof reading and form design.
- Maintain MSDS catalog for all materials utilized in the press.
- Coordinate with mail room to insure that mailings get completed in time to meet their deadlines.

6/2003 to 9/2004

Thermoclad Corporation (Temporary Employee through Agency) Erie, PA

RECEPTIONIST / ACCOUNTS PAYABLE CLERK / SHIPPING CLERK

- Answer multi line telephone system, routing of phone calls and distribution of mail.
- Input of all accounts payables, filing and matching of paperwork with invoices.
- Generate all bills of lading for outgoing shipments, scheduling of trucking companies and UPS shipments including generation of hazardous materials documentation. Was certified for Hazardous shipping.
- Various additional clerical duties as assigned.

10/2001 to 6/2003

Professional Profiles in Staffing

Erie, PA

TEMPORARY EMPLOYEE AT VARIOUS COMPANIES IN ERIE

- General office duties as assigned in Professional Profiles office.

8/2001 to 4/2002

Erie Civic Center Authority

Erie, PA

BOX OFFICE CLERK

- Responsible for accurate balancing of cash drawer after sale of tickets to various events.
- Assist full-time employees by trouble shooting computer problems. Assist in design of forms.

2/1996 to 4/1999 & 5/2000 to 10/2001

L. M. Wander & Sons Landscaping, Inc. Erie, PA

OFFICE MANAGER

- Responsible for all daily office functions, including but not limited to accounts payable / receivable and payroll. Gathering of data to generate reports for owner. Extensive daily contact with customers and other contractors, assisting owner in obtaining and scheduling contracts and materials for the company.
- Assist estimators by obtaining prices of materials and estimates and by utilizing software to create landscape designs for customers, and by doing take-off from blueprints of plants and materials.

**Employment
History Continued**

5/1099 to 9/1099	<i>Carlisle Engineered Products</i>	Erie, PA
RECEPTIONIST / HR SECRETARY (Temporary position through Agency)		
<ul style="list-style-type: none"> • Answer incoming calls on 20-line switchboard. Sort and distribute incoming mail. • Assist HR Specialist in completion of duties. • Work in conjunction with local temporary agencies to obtain contract employees for company. • Design and update forms, Maintain Employee Database. • Generate mass mailings. Operate postage meter to apply postage to envelopes. • Prepare procedure manual for new duties of receptionist position. • Complete confidential projects for director of HR and special projects for Purchasing Department. Miscellaneous projects as requested by other departments and needed. 		
7/1993 to 7/1995	<i>United Way of Erie County</i>	Erie, PA
ADMINISTRATIVE ASSISTANT – FUNDS DISTRIBUTION AND COMMUNITY INITIATIVES		
<ul style="list-style-type: none"> • Assist VP of Funds Distribution and Director of Community Initiatives carry out the mission of the United Way. Coordination and supervision of the Divisions volunteers. Schedule meetings and coordinate events as required • Design flyers, meeting notices and forms. Responsible for all departmental mailings, recording and transcribing of minutes of all departmental meetings. Design and update departmental forms. Production of spread sheets. 		
8/1992 to 7/1993 & 10/1995 to 2/1996	<i>J. L. Nick & Associates</i>	Erie, PA
TRANSITION CENTER COORDINATOR / ADMINISTRATIVE ASSISTANT		
<ul style="list-style-type: none"> • Coordination of outplacement counseling sessions for displaced employees. • Scheduling of classes and participants by phone or by letter. Set up classrooms and assuring supplies were available for facilitators contracted for counseling sessions. Assist participants in writing resumes and cover letters. Assist facilitators by staging mock interviews to help participants handle fears of interviewing. • All administrative assistant duties as needed for the Executive Transition Center. 		
2/1977 to 7/1992	<i>The First National Bank of Pennsylvania</i>	Erie, PA
PRINTING SUPERVISOR / FORMS SPECIALIST / PRINTER		
<ul style="list-style-type: none"> • Supervision of entire printing operation from conception to finished product, which encompassed every internally produced form. Typeset and design forms assisting FNB employees in their mission to serve their customers. • Supervision of three full time employees. Cross trained in all Purchasing department functions. 		
5/1975 to 2/1977	<i>Carew Printing Services</i>	Erie, PA
PRINTER		
<ul style="list-style-type: none"> • Responsibilities included general office work, answering phones, typing, counter sales and typesetting. Operated all printing and bindery equipment. 		
Software Proficiencies	Windows 8, XP, ME, 95 & 3.1; Microsoft Office Suite including Word, Excel, Publisher and Access and Outlook. Adobe Creative Suite 4 and Quicken. Also Genesis Furniture Store Software.	
Community Involvement / Volunteer Work	St. Francis Xavier Parish , McKean, PA, (10/2002 to Present) Volunteer in many different capacities including; Pastoral Council (4/2004 to Present) – Currently President of Council; Eucharistic Minister (11/2002 to Present); Co-Chairperson of Family Communion Breakfast (2012); Parish Retreat Committee; Parish 175 th Anniversary Committee (2012); Volunteer Secretary and Event Coordinator for the Erie Pro Hockey Alumni Association (2012 to present).	